



Office of Human Resources

VACANCY NOTICE

POSITION: Financial Aid Officer

LOCATION: Office of Enrollment Services, All Campuses

REPORTS TO: Associate Director of Financial Aid

GRADE & SALARY: CCRI PSA 10; Salary range begins at \$37,945
Hiring salary commensurate with education and experience

WORK SCHEDULE: Non-Standard, 35 hours per week
(including some evening and weekend hours)

SUPERVISES: May supervise clerical staff and/or student aides.

JOB SUMMARY:

Assist in the administration of federal, state and institutional student aid programs for a diverse population of undergraduate students. The individual will provide financial aid counseling and processing services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with the management of electronic processing, originating, and transmitting Federal Pell Grant records to COD, use of EdConnect and Banner Software.

Process financial aid; including file review, needs analysis and financial aid packaging.

Provide financial aid counseling to students and parents regarding application procedures and eligibility requirements for student aid programs, and assist students and their families with the completion of application forms.

Represent the Office of Enrollment Services at various student recruitment functions, financial aid information sessions, orientation programs, and Federal Direct Stafford Loan Entrance and Exit counseling sessions.

Assist with the implementation of a default management plan.

Monitor CCRI aid expenditures and aid recipients' Satisfactory Academic Progress according to college policy.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

Assist with preparation of Student Financial Aid publications, manuals and forms. Participate in the formulation of student aid policies, procedures and operations.

Attend off-campus workshops, department meetings, and travel to other campuses on a rotating basis.

Perform outreach duties; conduct Financial Aid workshops at high schools and Community College events.

Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.

There is considerable communications via the telephone and through public speaking engagements.

Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, preferably with course work in counseling and business disciplines.

At least one (1) year of experience in financial aid required.

Customer service experience in higher education preferred.

Experience with on-line student information systems and personal computers required. Knowledge of Banner, COD and NSLDS preferred.

Strong organizational and interpersonal skills required.

Ability to understand and appreciate cultural diversity.

Must be able to maintain the strictest confidentiality of information.

APPLICATION PERIOD: January 7, 2013 – January 28, 2013

(This date includes a five-day grace period. Applications will not be accepted after 1/28/13 11:59pm EST).

HOW TO APPLY:

To apply for this position, please go to CCRI's online recruitment site at <https://jobs.ccri.edu> and complete the online application. In addition to the application, a cover letter, resume and contact information of three references must be attached at the end of the application. Finalists will be asked to provide official college transcript(s).

If you need assistance with the online application process, please contact Human Resources at 401-825-2311.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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